

Custodian Cover Letter (from requestor to the Custodian of Records – RFPA)

Agency Letterhead

Custodian of Records

(Enter name and address of company)

Dear Sir or Madam:

Pursuant to the appendix to Title 5, United States Code, subsection 6(a)(4), the enclosed subpoena *duces tecum* has been issued. The materials identified should be produced by the date and time indicated on the subpoena at:

(Address of requestor's office)

Your personal appearance is required at the time indicated on the subpoena in order to testify as to the completeness, accuracy and authenticity of the documents produced. Failure to appear at the time and place set forth and as specified in the subpoena will be taken as a failure to comply with the subpoena. However by mutual agreement, the material may be sent by U. S. registered mail to (requestor) at the above address. Or, upon request, [to be filled in by requestor] will personally assume custody of the required materials at your office.

Fully legible and complete copies of the records called for will be accepted in response to the subpoena provided that the original records will be made available upon request, during normal business hours. Otherwise, original documents, including copies as maintained in your files, should be produced.

Materials required by the subpoena should be accompanied by an index identifying each document or other materials and the item or items of the subpoena to which it relates. If for any reason any of the required materials are not furnished, prepare an itemized list of the location of materials and the reason for non-production.

This investigation is private and we request such privacy be maintained. Enclosed is a notice pursuant to the Privacy Act of 1974.

You should bear in mind you have the right to consult with and have an attorney represent you in this matter. If you have any questions concerning the subpoena or the materials required to be produced, you may call [requestor] (your name) at (your phone number).

Sincerely,

(Name and title of requestor's office head)

Enclosures:

Subpoena Duces Tecum  
Appendix (if applicable)  
Privacy Act Notice  
Certificate of Compliance  
Special Agent – RFPA Certificate of Compliance